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WAR WORK FOR WOMEN

Compiled by

THE INFORMATION DEPARTMENT
of the WOMAN'S COMMITTEE *of the*
COUNCIL OF NATIONAL DEFENSE

REVISED AUGUST 1, 1918

WASHINGTON
GOVERNMENT PRINTING OFFICE
1918

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The following list has been prepared by the Information Department of the Woman's Committee of the Council of National Defense in response to requests which have come from the many women who wish to find the kind of war service for which they are best fitted. It includes occupations, both paid and volunteer, now open to women in war work, and the addresses to which application may be made for further information.

Rapidly changing conditions make it impossible to guarantee accuracy in a list of this sort. The information is, however, as definite and complete as is possible to obtain at the present time.

For purposes of convenient reference, there is appended a list of the State Chairmen of the Woman's Committee of the Council of National Defense, a list of the Divisional Secretaries of the Civil Service Commission, and a list of the Divisional Headquarters of the American Red Cross and U. S. Employment Service Offices.

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ERRATA.

Insert on page 23, under "Wireless telegraph," in last line, the following: ", but not under Government direction."

Insert on page 34, before "Optical glass making," the following:

Occupational Therapy.

The following schools have reported themselves to the Surgeon General's Office as offering courses in Occupational Therapy and may be consulted directly:

Henry Baird Favill School of Occupations, Chicago, Ill.

Boston School of Occupational Therapy, Boston, Mass.

Bloomingdale Hospital, White Plains, N. Y.

Teachers College, Columbia University, New York City.

Mrs. Howard Mansfield's School, 535 Park Avenue, New York, N. Y.

Albright School, Buffalo, N. Y.

Philadelphia School of Occupational Therapy, Philadelphia, Pa.

It should be understood that the Surgeon General's Office assumes no responsibility for the work conducted in any of these schools, nor is it in any way obligated to give positions to persons completing courses in these schools.

WAR WORK FOR WOMEN.

AMERICAN SERVICE.

Accountants.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary: Senior cost accountant, $2,200 to $4,200; junior cost accountant, $1,200 to $2,000.

Qualifications: Completion of eight grades of common school or equivalent and two years' expert experience.

Addressograph operator.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary: $900 to $1,200.

Qualifications: At least one month's experience on the F1 addressograph.

Automatic 3 addressograph operator.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary: $1,200 to $1,600.

Qualifications: At least one month's experience on the automatic 3 addressograph.

Americanization.

Refer to Committee on Educational Propaganda, Woman's Committee, Council of National Defense.

Or U. S. Bureau of Education, Washington, D. C.

Anaesthetists in base hospitals.

Refer to Army Medical Department, Seventh and A Streets NW., Washington, D. C.

Status: That of contract surgeon with pay and privileges of first lieutenant.

Qualifications: M. D. degree and special experience.

Athletic instructors.

Refer to Y. W. C. A., 600 Lexington Avenue, New York.

Qualifications: Age, 25–35; religion, Protestant Evangelical.

Or Playground and Recreation Association of America, 1 Madison Avenue, New York.

Aviators.

No demand for Government service.

Blue printer.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $2 per diem to $900 a year.

Qualifications: Six months' practical experience in making blue prints or brown prints.

Business Managers.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $2,000 to $3,000.

Camouflage.

Women are not at present employed by the Government in this branch of service. Because of the nature of camouflage work, which is carried on not only behind the lines but near the front, and because the workers in camouflage are for the most part scenic artists, moving-picture mechanics, etc., the Government regards the work as unsuited to women.

Canteen workers.

Refer to local Red Cross chapter.

Volunteer work.

Canteen service sustains the morale of troops and assists in emergency work for soldiers in transit by supplying light refreshments, procuring supplies when requested by the commanding officer, furnishing medical attention, and removing sick men from trains.

Or refer to Y. M. C. A. local chapter.

Censors.

Refer to Censorship Board, 461 Washington Street, New York, N. Y.

Salary, from $1,200.

Qualifications: Knowledge of one or more foreign languages; American citizenship.

Chauffeurs.

See Motor Service.

Clerks.

Refer to divisional headquarters of the United States Civil Service Commission.

Stenographers and typewriters, $1,000 to $1,200 a year.

Typewriter operators, $1,000 to $1,200 a year.

Index and catalogue clerks, $1,000 to $1,200 a year.

Clerks qualified in business administration, $1,000 to $1,800 a year.

Calculating machine operators, $900 to $1,200.

Schedule clerks, $1,400 to $1,600 a year.

Production clerks, not more than $1,500 a year.

Clerks qualified in statistics or accounting, $1,000 to $1,800 a year.

Statisticians, $1,800 a year.

Multigraph operators, $1,000 to $1,200 a year.

Blue-print file clerks, $1,000 to $1,500 a year.

Editorial clerk, $1,200 to $1,600 a year.

Clerks qualified in modern languages, $900 to $1,200 a year.

Coder, $900 to $1,200 a year.

Bookkeeper-typewriter, clerk-bookkeeper, $1,000.

Freight-car record clerks, $1,200 a year.

Munition loading plant clerks.

Freight rate clerks.

Passenger rate clerks.

Tariff clerks.

Panama Canal Service, $103 a month.

Balance of stores clerks, $1,000 to $1,600 a year.

Clerks—Continued.

Clerk with knowledge of stenography and typewriting, $900 to $1,200.

Senior statistical clerk, $1,800.

Statistical clerk, $900 to $1,200.

Operative, $720 to $1,000.

Statistical machine operator, grade 1, $1,200 to $1,500.

Statistical machine operator, grade 2, $1,000 to $1,200.

Assistant to business manager, $1,800.

Auditing clerk, $1,200 to $1,400.

College women in war service.

Refer to Collegiate Section, Woman's Division of United States Employment Service, Washington, D. C.

Craftswomen.

Refer to Surgeon General's Office, War Department, Washington, D. C., or Bureau of Nursing, American Red Cross, Washington, D. C.

Volunteer trained women needed for diversional work in convalescent hospitals.

(Diversional occupations: Woodcarving, toy-making, basketry, pottery, mechanical drawing, clay modeling, rag rug weaving, etc.)

Curative workshop instructor.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $1,800 to $3,000.

Requirements: Graduation from college and at least one year's institutional training in educational methods and at least two years' experience in teaching vocational or other subjects.

Dietitians.

Refer to Bureau of Dietitians Service, Department of Nursing, Red Cross National Headquarters, Washington, D. C.

The Red Cross desires an extensive list of well-qualified dietitians enrolled at Red Cross National Headquarters, Washington, D. C., and available either as instructors or for active service.

Dietitians—Continued.

Work in cantonment or navy hospitals either as hospital dietitians or instructors in the Army School of Nursing. Instructors, both paid and volunteer of Red Cross Home Dietitics classes.

Qualifications: Two years' home economics training and subsequent institutional experience.

Or refer to Surgeon General's Office, Food Division.

Or local branch of Food Administration.

Or Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Or local hospital.

Domestic science experts.

Refer to Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Kind of work: Cafeteria management.

Requirements: Age, 30–50; religion, Protestant Evangelical.

Or Department of Agriculture.

Or Food Administration.

Draftsmen.

Refer to divisional headquarters of the United States Civil Service Commission.

Copyist draftsmen:

Salary, $2 to $3.44 per diem.

Requirements: High-school or common-school education with experience as a tracer or copyist draftsman.

Copyist topograph draftsman:

Salary, $1,100 to $2,000.

Marine engine and boiler draftsmen:

Salary, $3.28 to $7.04 per diem.

Mechanical draftsmen:

Salary, $800 to $1,800.

Radio draftsmen:

Salary, $3 to $6 per diem.

Copyist radio draftsmen:

Salary, $3.44 per diem.

Ship draftsmen:

Salary, $4 to $6.88 per diem

Electrical:

Salary, $4 to $6.40 per diem.

Engineering:

Salary, $3.04 to $7.04 per diem.

Economist.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $1,800 to $2,500.

Requirements: Graduation from college of recognized standing and at least two years' experience in economic and statistical investigations.

Elevator operators.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $720.

Entertainers.

Refer to Playground and Recreation Association of America, 1 Madison Avenue, New York, N. Y.

Kind of work: Entertainments in camp and in camp communities.

Or Y. M. C. A., Ninth Street and Pennsylvania Avenue NW., Washington, D. C.

Employment management work in factories.

Refer to Employment Management Division of War Industries Board, 606 Council of Defense Building, Washington, D. C.

Salary: Fixed by individual factories.

Kind of work: Intelligent supervision of women workers in Government factories to the end that employment may be stabilized and labor troubles eliminated.

Factory and other industrial workers.

Refer to Department of Labor, Woman's Division.

Farm work.

Refer to Director of Extension Work, State College of Agriculture.

Or State Home Demonstration Agent, State College of Agriculture.

Or Woman's Land Army of America, 19 West Forty-fourth Street, New York, N. Y.

Field examiner.

Refer to divisional headquarters of the United States Civil Service Commission.

Entrance salary, $1,200 to $1,800.

Kind of work: Work in Washington or in the field investigating cases for awards to dependents of soldiers and sailors when injured.

Finger-print classifier.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $1,000 to $1,400.

Requirements: Common-school education good eyesight, and not less than six months' experience in the classification of finger-print records according to the experience, evidence of a course of study in finger-print classification.

Gas mask plant worker.

Refer to Long Island Gas Defense Plant, Second Street and Jackson Avenue, Long Island City, N. Y.

Graphotype operator.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $660 to $1,200.

Requirements: At least one month's experience cutting plates on a graphotype.

Home economics education, special agent.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $3,000.

Requirements: Graduation from college, including or supplemented by a course of study in home economics, at least two years' experience in household management, and at least three years in teaching or supervising the teaching of home-economic subjects.

Hostess houses.

Refer to Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Hostess directors, recreational secretaries, emergency secretaries, cafeteria directors, bookkeepers, cashiers.

Laundry renovation.

Refer to depot quartermasters at New York, Philadelphia, Baltimore, Atlanta, New Orleans, Chicago, Omaha, Seattle, San Francisco, El Paso.

Kind of work: Repair and laundry of soldiers' clothing.

Law clerk "counsel."

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $1,000 to $1,800.

Requirements: Graduation from law school or admission to the bar, and experience.

Land-law clerk.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary: $900 to $1,600.

Requirements: Graduation from high school or equivalent, and at least two years' experience as law clerk.

Librarians.

Refer to divisional headquarters of the United States Civil Service Commission.

Work: Index and catalogue clerks and library assistants.

Or American Library Association, Library of Congress, Washington, D. C.

Work in cantonment libraries, paid and volunteer.

Marketing, scientific assistant in.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $1,200 to $1,800

Masseuses.

(See Reconstruction aides.)

Mail carriers, rural.

Refer to divisional headquarters of the United States Civil Service Commission.

Matrons.

Refer to Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Kind of work: Matrons in girls' boarding houses.

Or Committee on Protective Work for Girls, Commission on Training Camp Activities, War Department, Washington, D. C.

Kind of work: Matron in detention homes in camp cities.

Or Red Cross local divisional headquarters.

Work in Red Cross houses connected with base hospitals.

Messengers.

Refer to divisional headquarters of the United States Civil Service Commission.

Girl messengers, salary $360 to $480.

Messenger (over 16), salary $60 per month.

Kind of work: Messenger service in Government departments.

Motor service, volunteer.

Refer to Woman's Committee, Council of National Defense, or refer to American Red Cross Motor Corps.

Women in the Red Cross Motor Service, which is run under military discipline, should be expert chauffeurs, familiar with elementary mechanics, and able to donate car, with expenses paid. The Motor Corps gives valuable service in transporting Red Cross supplies and canteen equipment, and in ambulance work.

Motor service, paid.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $720 to $900 a year.

Requirements: Six months' experience in operating a motor car; applicants must be 18 years of age or over.

Munition workers.

Refer to Woman's Division, U. S. Employment Service.

Musicians.

Refer to Playground and Recreation Association of America, 1 Madison Avenue, New York, N. Y.

Kind of work: Entertainments in camp and all other community activities.

Nurses.

Refer to American Red Cross.

Need for nurses urgent and imperative. The Surgeon General of the Army has requested the Red Cross to have available approximately 25,000 nurses for the Army alone by January, 1919. Nurses enrolling for service may apply to the secretary of the nearest local committee on nursing for application blanks.

Qualifications: Good health; graduation from an accredited training school for nurses; 21 years of age or over. To meet the needs of war, the requirement of registration has been waived.

Or Army Nurse Corps, Office of Surgeon General, War Department, Washington, D. C.

Requirements: Age 21 to 45; unmarried; graduation from accredited training school; citizens of the United States or one of our allied countries.

Certain requirements waived for the period of the war.

Home defense nurses.

Refer to Bureau of Nursing, Red Cross local divisional headquarters.

Nurses are urged to enroll for this service pledging themselves if only for a few hours daily or weekly to supplement the nursing service of hospitals, dispensaries, baby-saving stations, etc., and thereby relieving nurses greatly needed for military service. Work paid or volunteer. Married nurses or nurses not now engaged in active service or who for other reasons may not be eligible for active service may be enrolled.

Nurses' aids.

Refer to Committee on Nursing Resources, American Red Cross, Division Headquarters.

Women who have had at least the course of instruction in home care of the sick, with or without practical hospital experience, may volunteer for community service under public-health organizations, infant-welfare work, or in cooperation with the Woman's Committee of the Council of National Defense, or to aid nurses in public-health work in their own community.

Nurses (trained), Indian Service.

Refer to divisional headquarters of the United States Civil Service Commission.

Qualifications: Graduation from school for trained nurses plus 2 years' experience in hospital.

Salary, $720 and laundry of uniform.

Public Health Service.

Refer to divisional headquarters of the United States Civil Service Commission.

Qualifications: Graduation from school for trained nurses plus 2 years' experience in hospital.

Salary, $900 to $1,200.

Optical glass makers.

Refer to War Industries Board, Council of National Defense, Washington, D. C.

Patent Office, assistant examiner in.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $1,500.

Photostat foreman.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $900 to $1,400.

Requirements: Equivalent of eight grades common-school education and at least one year's experience as photostat or blue-print operator, or six months' experience as foreman of blue-print plant.

Photostat operator.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $720 to $900.

Requirements: Equivalent of five grades of common-school education and at least two months' experience in a photostat plant.

Photographers.

Refer to Chief of Ordnance, War Department, Washington, D. C.

Salary, $720 to $1,200 a year.

Requirements: One year's experience as photographer in the operation of a view camera or a photostat machine.

Physicians.

Refer to American Women's Hospitals, 637 Madison Avenue, New York, N. Y.

Duties: To take the places of men who have gone to the front.

Physical training directors.

Refer to Bureau of Nursing at Red Cross divisional headquarters.

Press feeder.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $2.20 a day to $840 a year.

Requirements: Equivalent of six grades of common-school education and at least three months' experience in press feeding.

Printers.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, 60 cents an hour for hand compositors, 65 cents an hour for linotype or monotype operators.

Production expert.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $5.92 to $8.32 a day.

Requirements: Graduation from high school or equivalent and at least two years' experience in a business institution in position requiring a knowledge of preparation of correspondence, manufacturing problems, and practical experience in charting production in accordance with the straight-line system.

Proof reader.

Refer to divisional headquarters of the United States Civil Service Commission.

Salary, $900 to $1,200.

Requirements: Good common-school education and at least one month's experience in addressograph proof reading or six months' experience in proof reading in a printing office.

Publicity experts.

Refer to local branches of war organizations.

Or local newspapers.

Or local Woman's Committee, Council of National Defense.

Public speakers.

Refer to State chairman of the Woman's Committee of the Council of National Defense.

Radio.

See Wireless telegraph operators.

Reconstruction aids.

Refer to supervisor, reconstruction aids, Surgeon General's Office, War Department, Washington, D. C.

Salary: $50 per month and commutation.

Work with wounded soldiers in base hospitals.

Requirements: (1) Training in massage and other forms of physio-therapy.

Or (2) Training in handcrafts.

Candidates of either class must be between the ages of 25 and 40 years; must be trained craft workers or graduates of normal schools of physical education; and must have had practical experience. They are appointed to serve for the duration of the war and are assigned to duty wherever needed. They are not assigned to duty abroad unless they wish foreign service.

Renovation of clothing.

Refer to depot quartermasters at New York, Philadelphia, Baltimore, Atlanta, New Orleans, Chicago, Omaha, Seattle, San Francisco, El Paso.

Salary: $2.50 to $3 per diem.

Kind of work: Repairing of soldiers' clothing.

Red Cross chapter production workers.

Refer to local Red Cross chapter.

In chapter work is included the making of all Red Cross supplies, knitted goods, hospital garments, surgical dressings, comfort kits, refugee garments, and infant layettes. In order to economize storage space and supplies, and to use shipping space only for those things which are most urgently needed abroad, the Red Cross authorities are allotting all calls for the manufacture of supplies. As soon as word comes from abroad, allotments are made to division managers, who inform each chapter of its quota. It is important to make exactly what is allotted, neither too much nor too little. By not making too much you economize material, by making enough you fill the need abroad.

Scientists.

Refer to divisional headquarters of the United States Civil Service Commission.

Laboratory assistant:

Salary:

Junior grade, $1,000.

Senior aid, $900.

Junior aid, $720.

Requirements: Graduation from high school; must show different amounts of college work, according to grade applied for.

Laboratory assistant:

Salary: $1,080 to $1,320.

Requirements: Age, 20–35. Graduation from high school and from college.

Metallurgical Laboratorium:

Salary: $4.56 per diem.

Junior chemist:

Salary: $1,020 to $1,800.

Laboratory aid:

Salary: $840 to $1,000.

Plant Industry (Bureau of), assistant in nematology:

Salary: $1,620 to $2,400 a year.

Physicists (assistant):

Salary: $1,200 to $1,800.

Requirements: Graduation from college and two years' experience in physical metallurgy or two years' post-graduation study therein.

Chemist's assistant in gas-defense service:

Refer to: Surgeon General's Office, War Department, Washington, D. C.

Chemist's assistant in Division of Laboratories:

Refer to: Surgeon General's Office, War Department, Washington, D. C.

For other scientific positions, refer also to General Medical Board of the Council of National Defense, Washington, D. C.

Secret Service.

The Department of Justice has on only very few occasions and in very special cases appointed women to its investigative force. The department has now about 15,000 applications on file, among which are about 200 women applicants.

Secretaries, industrial.

Refer to Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Requirements: A human understanding and a very human interest; a knowledge of the actual industrial conditions to to-day with an industrial viewpoint; a theoretical background of economic and sociological training; a personality to which girls will quickly respond and a sympathetic sharing in the purpose of the organization.

Salary: $1,000 to $1,600.

Social director.

Refer to Surgeon General's Office, War Department, Washington, D. C.

Salary: $50 a month and maintenance.

Requirements: 30 to 40 years; experience and organizing ability.

Kind of work: Recreation for student nurses in Army nursing schools.

Social workers.

Refer to local Red Cross chapter.

Home service is a phase of Red Cross work which is concerned with the welfare of the families of men enlisted in the service of our country and also of families resident in this country of men enlisted in the service of our allies. Its object is to sustain the morale of the men by helping to maintain through free friendly counsel and neighborly assistance the welfare of their families at home, as assuring for them health, good spirits, and, as far as possible, their normal standards of life. A few paid positions are open for experienced workers.

Social workers with nurses' training.

Refer to Bureau of Nursing, Red Cross local divisional headquarters.

Or Committee on Protective Work for Girls, Nineteenth and G Streets, Washington, D. C.

Kind of work: Paid positions as field agents, probation officers, supervisors of dance halls, etc.

Requirements: Previous training in social work.

Or Y. M. C. A., 124 East Twenty-eighth Street, New York, N. Y.

Kind of work: Community work in camp cities.

Or Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Kind of work: Work with girls' clubs and in hostess houses in camp communities.

Stenographers.

See Clerks, yeowomen.

Stenographers, typists, clerks, bookkeepers, Red Cross.

Refer to Red Cross national and division headquarters.

Work paid and volunteer.

Stenographers with bookkeeping experience.

Refer to Red Cross division headquarters.

Work with field directors of Red Cross Camp Service.

Surgeon (contract surgeon in the Army).

Refer to Surgeon General's Office, War Department, Washington, D. C.

Salary: Same as that of a first lieutenant, with first lieutenant's commutation and quarters.

Requirements: M. D. degree.

Teachers of the blind (See Reconstruction aids).

Refer to Red Cross Institute, New York, N. Y.

Or Perkins Institute for the Blind, Boston.

Or State School for Blind.

Teachers of home economics.

Refer to Department of Agriculture.
Or Federal Food Administration.

Teachers in Indian Service.

Refer to divisional headquarters of the United States Civil Service Commission.
Salary: $600 to $720.

Teachers of corrective work.

Refer to Surgeon General's Office, War Department, Washington, D. C.
Salary: $50 per month with quarters and subsistence.
Requirements: Two years' college course in physical education and experience in treating pathological cases with medical exercises and massage.

Teachers.

Refer to local Red Cross chapter.
By organizing Red Cross auxiliaries in their schools, teachers will have an opportunity for patriotic service for themselves and for the children under their guidance.

Teachers, radio classes.

Refer to Woman's Radio Corps, Seventy-fourth Street and Amsterdam Avenue, New York, N. Y.

Telegraph operators.

Refer to divisional headquarters of the United States Civil Service Commission.
Western Union and Postal Telegraph Cos. provide training schools for recruits. For information, refer to respective companies.
Or division traffic superintendent at headquarters in New York, N. Y., Chicago, Ill., Omaha, Nebr., Atlanta, Ga., Denver, Colo., San Francisco, Cal., Dallas, Tex., or to the chief operator in the nearest telegraph office.
Salary after training: $50 to $75 per month.
Five thousand operators needed in the United States.

Telephone operators.

Refer to application bureau of nearest telephone office.

Or divisional headquarters of the United States Civil Service Commission.

Translators.

Refer to War Trade Board, Washington, D. C.

Or United States Civil Service.

Or Foreign News Division of the Bureau of Public Information, 235 West Twenty-third Street, New York.

Or War College, Washington, D. C.

Or Censorship Board, 461 Washington Street, New York, N. Y.

Requirements: Expert knowledge of modern languages.

Limited number needed.

Wireless telegraph.

No Government demand for women in this branch of service at the present time. Candidates who have successfully completed the course in a school of recognized standing may go up for the test before the United States Bureau of Navigation for a license such as is granted men who qualify in the same way. Women holding these licenses have been employed as instructors and inspectors.

Yeomen.

Refer to Naval Board, 1410 H Street NW., Washington, D. C.

Clerks, file clerks, telephone operators, messengers, and nurses are employed.

FOREIGN SERVICE.

The War Department has announced that under no circumstances will passports to go to Europe be issued to the wives, mothers, or daughters of the following classes of persons: Officers or enlisted men of the United States military forces; male civilians employed with the Red Cross, Young Men's Christian Association, or other organizations of a similar nature, that may be in Europe; civilians employed in or attached to the American Expeditionary Forces.

It is further announced that it is quite useless for anyone belonging to the restricted classes cited above to request an exception in her case, as no exception will be made.

The State Department has announced that no women under 25 will be given a passport to go abroad in relief work.

Ambulance drivers.

See Motor Service.

Bacteriologists.

Refer to medical advisor, Bureau of Personnel, Red Cross Division Headquarters.

Work under the Red Cross Commissions abroad.

Canteen workers.

Refer to Bureau of Personnel, Red Cross Division Headquarters.

Women should be between 25 and 35 years of age except in unusual cases. Good health and ability to endure hardship is an essential qualification. A speaking knowledge of French is desirable, but not essential. Volunteers who can meet their own expenses are preferred, but exceptions are made in the cases of specially qualified workers. No salaries are given. Full volunteers must sign contracts for a minimum term of six months' service; those whose expenses are paid partly or entirely by the Red Cross must sign contracts for a year.

Canteen workers—Continued.

Or to Y. M. C. A., Woman's Overseas Section, 347 Madison Avenue, New York, N. Y.

Requirements: Age 30–45; self reliance, good health, and willingness to endure loneliness and hardships, and to obey orders.

Or to Intercollegiate Committee on Women's War Work Abroad, 106 East Fifty-second Street New York, N. Y.

Requirements: Candidates must be between 28 and 40 years of age and of excellent health and character; must enlist for one year and pay own expenses or be financed to the amount of $2,000 a year; must subscribe to all governmental and association rulings.

Chauffeurs.

See Motor Service.

Clerks.

Refer to Red Cross local divisional headquarters.

Or Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Work paid and volunteer.

Requirements: Age, 25–40; no near relative in the service; citizenship necessary; 12 months' minimum service in France, Belgium, or Italy.

College women in war service.

Refer to Intercollegiate Committee on Women's War Work Abroad, 106 East Fifty-second Street, New York, N. Y.

Craftswomen.

Refer to Bureau of Nursing, Red Cross national headquarters.

Trained women needed for diversional work in Red Cross houses connected with military hospitals. Diversional occupations: Woodcarving, toy making, basketry, pottery, mechanical drawing, clay modeling, rug weaving, etc. Work paid or volunteer.

Dentists.

Refer to medical advisor, Bureau of Personnel, Red Cross division headquarters.

Work under the Red Cross commissions abroad.

(The American Women's hospitals give information to the Red Cross concerning the professional qualifications of applicants for foreign service.)

Dietitians.

Refer to Bureau of Dietitians Service, department of Nursing, Red Cross national headquarters, Washington, D. C.

Workers are used in Red Cross base hospital units, Army base hospital units, French military hospitals, and teaching centers. (Women who have had the course of instruction in home dietetics under the auspices of the Red Cross may be used as volunteer assistants in hospital work or canteen service. A salary is allowed in exceptional cases.)

Requirements: Two years' household economics training and subsequent institutional experience.

Or, Mrs. Gertrude Atherton, American president "Le Bien-Etre du Blesse," 360 Madison Avenue, eighth floor, New York, N. Y.

Or Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Or Y. M. C. A., Ninth Street and Pennsylvania Avenue, Washington, D. C.

Farm work in France.

Refer to American Committee for Devastated France, 16 East Thirty-ninth Street, New York, N. Y.

Requirements: Knowledge of French and agriculture.

Work: Volunteer.

Hospital hut service.

Refer to Bureau of Personnel, Red Cross Division Headquarters.

Practically the same qualifications are necessary as for canteen work. Stress is laid in this work upon candidates with especial tact, pleasing personality, and ability to entertain. The work consists of recreational care of convalescent soldiers in the Red Cross huts in France, corresponding to the rest houses in this country.

Kindergartners.

Refer to American Branch of International Kindergarten Union, 30 High Street, Springfield, Mass.

Duties: Work with children in devastated districts of France.

Laboratory assistant.

Refer to Army Medical Department, War Department, Washington.

Salary, $50, with commutation and quarters.

Requirements: Scientific training or two years' laboratory experience; age limit, 45.

Kind of work: Base hospital service overseas.

Refer to medical advisor, Bureau of Personnel, Red Cross Division Headquarters.

Work under the Red Cross commissions abroad.

Motor service.

Refer to Intercollegiate Committee on Women's War Work abroad, 106 East Fifty-second Street, New York, N. Y.

Nurses.

Refer to secretary of nearest Red Cross local committee on nursing.

Or division directors of the Red Cross.

Or director of the department of nursing, National Red Cross Headquarters, Washington.

The Red Cross Department of Nursing enrolls as a reserve for the Army and Navy Nurse Corps and for service in France, Italy, and other European countries directly under the auspices of the American Red Cross. The need for nurses is urgent and imperative; 25,000 will probably be needed by the Army alone by January, 1919.

Qualifications: Good health; graduation from accredited training school for nurses; over 21 years of age. To meet the needs of war, the requirement of registration has been waived.

Nurses' aids.

Refer to Bureau of Nursing, Red Cross Division Headquarters.

There is a demand for nurses' aids to act as assistants to nurses under the auspices of the American Red Cross in connection with Red Cross hospitals. They will be placed in relief and infant welfare work with the civilian population, and in rest huts and canteens where even a slight knowledge of nursing is useful. These women are being selected from among those who have had at least the course in home care of the sick under the auspices of the Red Cross. Preference is given to those who have had a limited amount of practical hospital experience. A knowledge of French is desirable. It is desired that as far as possible this service be volunteer, but traveling and maintenance expenses will be allowed in exceptional cases, and a small salary paid to women possessing special qualifications.

Physicians.

Refer to American Women's Hospitals, 637 Madison Avenue, New York, N. Y.

Or medical advisor, Bureau of Personnel, Red Cross Division Headquarters.

(The American Women's Hospitals give information to the Red Cross concerning the professional qualifications of applicants for foreign service.)

Reconstruction aids.

Refer to Surgeon General's Office, War Department, Washington, D. C.

Salary: $60, commutation and quarters.

Requirements: (1) Training in massage and other forms of physiotherapy.

Or (2) Training in handcrafts.

Candidates of either class must be between the ages of 25 and 40 years; must be trained craft workers or graduates of normal schools of physical education and must have had practical experience.

Social service.

Refer to Bureau of Personnel, Red Cross Division Headquarters.

Applicants are selected on the basis of their professional training and experience in this country. Their work lies chiefly in the rehabilitation of French homes, work among refugees and repatriates, and the re-education of crippled French soldiers. Remuneration depends upon the special work they are selected to do. A contract for one year's service must be signed if expenses are paid partly or entirely by the Red Cross. Fluent French is an absolute necessity.

Or Committee for the Care of French Mothers and Children, 505 Fifth Avenue, New York, N. Y.

Kind of work: Social work with French families.

Requirements: Good education, ability to pay expenses, some knowledge of French, 4 to 10 months' preparation. Must be Protestant.

Social service—Continued.

Or Y. W. C. A., 600 Lexington Avenue, New York, N. Y.

Requirements: Age 35 to 50; training in social service work or the equivalent in experience; fluent French or Italian; citizenship; no relative in service; must serve one year.

Stenographers.

Refer to U. S. Civil Service Commission.

Stenographers, typists, clerks, bookkeepers, (Red Cross.)

Refer to Bureau of Personnel, Red Cross Division Headquarters.

Expert workers are chosen on the basis of their actual business experience and after efficiency tests of their ability.

Transportation is furnished by the Red Cross, and a small salary covering living expenses is paid.

Requirements: Good health; between 25 and 40 years of age (those over 30 preferred), and willingness to sign one year's contract.

Telephone operators.

With knowledge of French. Quota filled through 1918.

TRAINING COURSES.

Agriculture.

Refer to Wellesley College Training Camp, Wellesley College, Mass.

Detailed courses of instruction by experts in unit organization, camp housing, food, water supply, sanitation, camp régime, agricultural practice, farm mechanics, etc. Expenses, $50.

Prerequisites: Sound health and executive experience or collegiate training.

Canteen training courses.

Refer to Lewis Institute, Chicago, Ill.

Four weeks' course beginning July 29.

Courses in vocational training.

Refer to State chairmen of Woman's Committee of the Council of National Defense.

Or National Service School, Woman's Service (Inc.), 1606 Twentieth Street NW., Washington, D. C.

Courses open at Chautauqua, N. Y., July 15, 1918.

Employment management in factories.

Refer to, for general information, Employment Management Division of War Industries Board, 606 Council of Defense Building, Washington, D. C.

For entrance to Intensive Training Courses: Harvard University, 6 weeks' course. Next course begins June 24, 1918.

Expenses: No tuition fee if applicant enters at the instigation of some manufacturer; if on her own responsibility, expenses consist of living expenses and about $15 for books.

Or Bryn Mawr College, Bryn Mawr, Pa.

Or Columbia University, New York, N. Y. Course begins July 8, 1918.

Or University of Rochester, N. Y. Second course will begin about September 1, 1918.

Employment management in factories—Con.

Requirements for entrance to Intensive Training Courses: Age, at least 25 years; at least high-school education and 3 years' experience in industry. For those who lack practical experience in actual factory processes and the technique of factory management, a preparatory course of two months is being prepared and will open in Pittsburgh, Pa., Detroit, Mich., or Cleveland, Ohio, about the 1st of July. Students will be paid beginner's wages by manufacturers in whose factories they are working.

Health officers for factories.

Refer to Mount Holyoke College, Mount Holyoke, Mass.

Kind of work: Supervisor of health of women workers in factories.

Home service.

Refer to National Director of Red Cross, Home Service Institutes, 69 Schermerhorn Street, Brooklyn, N. Y.

Length of course: Six weeks.

Librarians for base hospitals.

Refer to Simmons College, Boston, Mass.

Requirements: Age, at least 25 years; at least high-school education; physical fitness; a knowledge of books and some appreciation of library methods.

Naval architecture (short courses in).

Refer to Massachusetts Institute of Technology, University of Michigan, University of California, University of Washington, University of Texas.

Requirements: Graduation from technical school or recommendation for graduation if a senior student.

Nurses.

Army School of Nursing.

Candidates desiring to be considered for admission to the Army School of Nursing should make application in writing or through the division director of the Bureau of Nursing of the American Red Cross to the Surgeon General of the Army.

Nurses—Continued.

Army School of Nursing—Continued.

No tuition. Students paid $15 per month and all living expenses.

Requirements: Age, 21–35; good physical and moral condition; high-school education or its equivalent.

Length of course, 3 years. Credit of nine months given a college graduate. Special consideration given those who have taken courses in hygiene and home care of the sick. Part of training provided in military and other hospitals. First school opens at Walter Reed Hospital, Washington, D. C. Other schools to be established at cantonment and camp base hospitals.

Nurses' training school.

Refer to Training Camp for Nurses, Vassar College, Poughkeepsie, N. Y.

Length of course, 3 months.

Requirements: Graduation from college; sound physical condition.

Or Committee on Nursing, General Medical Board, Council of National Defense, Washington, D. C.

Or Iowa State University, Iowa City, Iowa.

Full college course not necessary.

Or University of California, Berkeley, Cal.

Or Western Reserve University, Cleveland, Ohio.

Occupations to replace men.

Refer to State chairman, Woman's Committee, Council of National Defense, in

Arizona.
Arkansas.
California.
Colorado.
Florida.
Illinois.
Indiana.
Louisiana.
Kentucky.
Maryland.
Michigan.
Minnesota.
Mississippi.
Missouri.

Occupations to replace men—Continued.

Ohio.
Oklahoma.
Oregon.
Pennsylvania.
South Carolina.
South Dakota.
Tennessee.
Wisconsin.

Optical glass making.

Refer to Mechanics Institute, Rochester, N. Y.

Courses in different branches of this industry will be given, extending over a period of six weeks. A living wage will be paid to those who take these courses. On completion of the course the student will be in a position to enter one of the optical munition factories and be competent to perform certain of the operations required.

Psychiatric social service.

Refer to Smith College, Northampton, Mass.

Course opens July 8 for eight weeks, after which students are given six months' clinical training in hospitals.

Aim of course: To fit social workers, teachers, nurses, college graduates to be of assistance to physicians in the care and treatment of mental and nervous cases.

Radio operators.

Refer to Woman's Radio Corps, Seventy-fourth Street and Amsterdam Avenue, New York, N. Y.

Those satisfactorily completing the course go up for the test before the United States Bureau of Navigation for license. Women holding these licenses have been sought for such positions as—

Assistant radio inspector on ships in New York Harbor.

Radio instructor (classes of drafted men), New York City schools.

Radio instructor (classes of women).

Assistant instructor in the Marconi Radio Institute

Radio operators—Continued.

Students (shop practice course), Marconi Works, Roselle, N. J.

Radio instructors in classes under auspices of Y. M. C. A., at Mineola.

Or refer to National Radio School, Washington, D. C.

Or Colby Telegraph School, Auburn, N. Y.

Or Eastern Radio Institute, Boston, Mass.

Or Dodge School of Telegraphy, Valparaiso, Ind.

Reconstruction courses.

Refer to Surgeon General of the Army.

Or Woman's Naval Service, Mason House, Washington, D. C.

Secretaries, industrial.

Refer to Bryn Mawr College, Bryn Mawr, Pa.

Requirements: A. B. degree.

Teachers of handicraft.

Refer to Woman's Naval Service, Mason House, 1606 Twentieth Street, Washington, D. C.

Training in bookbinding, net work, bead work, basketry, weaving, wood carving, etc.

Purpose of training: To teach disabled soldiers and sailors.

Telegraph operatives.

Refer to telegraph companies in all large cities.

Multiplex, Morse, and Telephone Telegraph systems taught.

Salary, $40 a month while in training.

Course, 6 weeks to 12 weeks.

Telephone operators.

Courses given in all the large cities, usually of three weeks' duration.

Refer to local telphone companies.

STATE CHAIRMEN OF THE WOMEN'S COMMITTEE OF THE COUNCIL OF NATIONAL DEFENSE.

Alabama: Mrs. James F. Hooper, Selma.
Arizona: Mrs. Eugene Brady O'Neill, 701 North Central Avenue, Phoenix.
Arkansas: Mrs. Joseph Frauenthal, Conway.
California: Mrs. Herbert A. Cable, 719 South Hill Street, Los Angeles.
Colorado: Mrs. W. H. Kistler, Room 230 State House, Denver.
Connecticut: Miss Caroline Ruutz-Rees, State Capitol, Hartford.
Delaware: Mrs. Charles R. Miller, Wilmington.
District of Columbia: Mrs. Archibald Hopkins, 509 Wilkins Building, Washington.
Florida: Mrs. Frank Jennings, 1807 Oak Street, Jacksonville, Fla.
Georgia: Mrs. Samuel M. Inman, 552 Peachtree Street, Atlanta.
Idaho: Mrs. Samuel H. Hays, 612 Franklin Street, Boise.
Illinois: Mrs. Joseph T. Bowen, 120 West Adams Street, Chicago.
Indiana: Mrs. Charles A. Carlisle, Room 83, State House, Indianapolis.
Iowa: Mrs. Francis E. Whitley, Webster City.
Kansas: Mrs. D. W. Mulvane, Topeka.
Kentucky: Mrs. Helm Bruce, 1411 Third Avenue, Louisville.
Louisiana: Mrs. Arthur Browne Hammond, jr., Howard Annex, City Hall, New Orleans.
Maine: Mrs. Frederick P. Abbott, Saco.
Maryland: Mrs. Edward Shoemaker, 200 West Saratoga Street, Baltimore.
Massachusetts: Mrs. Nathaniel Thayer, State House, Boston.
Minnesota: Mrs. Thomas G. Winter, 2617 Dean Boulevard, Minneapolis.
Michigan: Mrs. Caroline Bartlett Crane, Kalamazoo.
Mississippi: Mrs. Edward McGehee, Como.
Missouri: Mrs. B. F. Bush, Railway Exchange Building, St. Louis.
Montana: Mrs. Henry L. Sherlock, Helena.

Nebraska: Miss Sarka B. Hrbkova, 506 Banker's Life Building, Lincoln.

Nevada: Mrs. Pearis Buckner Ellis, Carson City.

New Hampshire: Mrs. Mary I. Wood, post-office drawer 88, Portsmouth.

New Jersey: Mrs. Charles W. Stockton, 164 Market Street, Newark.

New Mexico: Mrs. Geo. W. Prichard, Santa Fe.

New York: Mrs. Alexander Trowbridge, 219 State Street, Albany.

North Carolina: Mrs. Eugene Reilley, Charlotte.

North Dakota: Mrs. Fred L. Conklin, 338 Federal Building, Bismarck.

Ohio: Miss Belle Sherwin, State House, Columbus.

Oklahoma: Mrs. Eugene B. Lawson, 518 East Osage Street, Nowata.

Pennsylvania: Mrs. J. Willis Martin, seventh floor Finance Building, South Penn Square, Philadelphia.

Oregon: Mrs. Chas. H. Castner, Hood River.

Rhode Island: Mrs. Rush Sturges, State House Annex, Providence.

South Carolina: Mrs. J. Otey Reed, 1225 Senate Street, Columbia.

South Dakota: Dr. Helen S. Peabody, Sioux Falls.

Tennessee: Mrs. George W. Denney, Knoxville.

Texas: Mrs. Fred Fleming, 1934 North Carroll Avenue, Dallas.

Utah: Mrs. W. N. Williams, Bishop Building, Salt Lake City.

Vermont: Mrs. Anna Hawkes Putman, Bennington.

Virginia: Mrs. B. B. Munford, 503 East Grace Street, Richmond.

Washington: Mrs. J. S. McKee, Olympia.

Wisconsin: Mrs. Henry H. Morgan, State House, Madison.

Wyoming: Mrs. R. A. Morton, Cheyenne.

West Virginia: Mrs. Joseph G. Cochran, 1016 Market Street, Parkersburg.

Alaska: Mrs. Thomas J. Donohoe, Valdez.

Hawaii: Mrs. John M. Dowsett, Box 555, Honolulu.

Porto Rico: Mrs. Peter J. Hamilton, c/o United States District Court, San Juan.

DIVISION HEADQUARTERS OF THE AMERICAN RED CROSS.

1. New England Division (Maine, New Hampshire, Vermont, Massachusetts, and Rhode Island):
   755 Boylston Street, Back Bay Station, Boston, Mass.
2. Atlantic Division (New York, Connecticut, and New Jersey):
   44 East Twenty-third Street, New York, N. Y.
3. Pennsylvania Division (Delaware, Pennsylvania):
   1601 Walnut Street, Philadelphia, Pa.
4. Potomac Division (Maryland, Virginia, West Virginia, and District of Columbia):
   930 Sixteenth Street NW., Washington, D. C.
5. Southern Division (Georgia, South Carolina, North Carolina, Florida, and Tennessee):
   424 Healy Building, Atlanta, Ga.
6. Lake Division (Indiana, Ohio, and Kentucky):
   2121 Euclid Avenue, Cleveland, Ohio.
7. Central Division (Illinois, Michigan, Wisconsin, Iowa, and Nebraska):
   180 North Wabash Avenue, Chicago, Ill.
8. Gulf Division (Mississippi, Alabama, and Louisiana).
   Post Office Building, New Orleans, La.
   Address communications to the division manager at the respective addresses given above.
9. Northern Division (Minnesota, North Dakota, South Dakota, and Montana):
   Mr. F. T. Heffelfinger, division manager, the American Red Cross, 205 Essex Building, Tenth and Nicollet Avenue, Minneapolis, Minn.
10. Southwestern Division (Missouri, Arkansas, Oklahoma, Texas, Kansas):
    Mr. George W. Simmons, Division Manager, the American Red Cross, 1250 Railway Exchange Building, St. Louis, Mo.

11. Mountain Division (Wyoming, New Mexico, Colorado, and Utah):
    Mr. John W. Morey, division manager, the American Red Cross, Fourteenth and Welton Streets, Denver, Colo.
12. Northwestern Division (Washington, Oregon, and Idaho):
    Mr. C. D. Stimson, division manager, the American Red Cross, White Building, Seattle, Wash.
13. Pacific Division (California, Nevada, and Arizona):
    Mr. Marshal Hale, division manager, the American Red Cross, 942 Market Street, San Francisco, Cal.
14. Territorial, Insular, and Foreign Division:
    Mr. Otis H. Cutler, division manager, the American Red Cross, Seventeenth and E Streets NW., Washington, D. C.

UNITED STATES EMPLOYMENT SERVICE OFFICES, WOMEN'S DIVISION.

Women seeking paid positions may register with the nearest United States Employment Service Office. No fees charged.

Alabama: Birmingham, 26 North Nineteenth Street, Mrs. L. W. Pittman.

Arkansas: Little Rock, Main and Markham Streets, Miss Annye E. Duigiud.

California:

- Los Angeles, 207 South Broadway, Mrs. Jessie E. Seupelt.
- Oakland, 410 Tenth Street, Mrs. Helen Power.
- San Diego, Post Office Building, Mrs. E. L. Blackiston.
- San Francisco, Chronicle Building, Mrs. Virginia M. Spinks.

Colorado:

- Colorado Springs, Miss Mabel H. Phillips.
- Denver, 355 Federal Building, Miss Alice Carey.
- Pueblo, 244 North Union Avenue, Mrs. Mary Wuksinich.

Delaware: Wilmington, Old Federal Building, Miss Mary O'Donnell.

District of Columbia: Washington, 1410 Pennsylvania Avenue, Mrs. Grace Porter Hopkins.

Florida: Jacksonville, Federal Building, Miss Janie S. Anderson.

Illinois: Chicago, 116 North Dearborn Street, Mrs. Frank R. Halas.

Indiana:

- Indianapolis, 225 North Pennsylvania Street, Miss Morna Hickam.
- Terre Haute, Mrs. Georgia Showalter.

Iowa:

- Council Bluffs, Mrs. Jane B. Johnson.
- Davenport, Miss Kathryn Robberts-Dye
- Des Moines, Fifth and Court Streets, Mrs. S. Neufeld.
- Mason City, Miss Lora Bishop.
- Sioux City, Mrs. Lillian Larrimore.
- Waterloo, Miss Ruth H. Herfurth.

Kansas:
Kansas City, Mrs. Alice I. Campbell.
Topeka, 112 East Fifth Street, Miss Agnes Hannigan.
Louisiana: New Orleans, City Hall, Mrs. Olivia Blanchard.
Maryland: Baltimore, 408 Drovers-Mechanics Building, Mrs. Nannie Irvine.
Massachusetts:
Boston, 130 Federal Street, Miss Sarah E. Elvery.
Springfield, 47 Water Street, Mynne Wadsworth.
Michigan:
Detroit, 33 Adams Avenue, Miss Theresa S. Haley.
Grand Rapids, 106 Pearl Street NW., Miss Winnifred Watkins.
Minnesota: Minneapolis, 319 Second Avenue S., Mrs. Margaret Hutton Abels.
Missouri:
Kansas City, 804 Grand Avenue, Mrs. Wm. E. Cramer.
St. Louis, 19 North Eighth Street, Miss Clara Brockstedt.
Montana: Butte, Miss Margaret Yorath.
Nebraska:
Omaha, County courthouse, Miss Kathleen O'Brien.
Lincoln, 219 North Eleventh Street, Miss Eva J. Marti.
New Hampshire:
Dover, Miss Eva M. Arlin.
Manchester, Miss Dorothy McCarthy.
New Jersey:
Jersey City, Federal Building, Miss Julia Noonan.
Newark, 9 Franklin Street, Miss Gertrude Corbett.
Orange, Federal Building, Miss Esther Morrison.
New Mexico: Deming, Mrs. N. E. Almy.
New York: New York City, 22 East Twenty-second Street, Mrs. Margaretta Neale.
North Dakota:
Bismarck, Miss Alvertine E. Smith.
Fargo, Miss Minnie E. Howe.

Ohio: Cleveland, Post Office Building, Miss Clare L. Lewis.

Oklahoma:

Enid, Miss Ruby Huett.

Muskogee, Miss Rachiel Redpath.

Oklahoma City, Mrs. Bertha McBride.

Tulsa, Mrs. Emma Fast.

Pennsylvania: Philadelphia, 134 South Third Street, 135 South Sixteenth Street, Miss S. Eugenia Gregg.

Rhode Island: Providence, 22 Federal Building, Miss Helen Warren.

Tennessee:

Chattanooga, 825 Broad Street, Miss Lucy E. Cravens.

Knoxville, Miss Grace Borden.

Memphis, 103 Court Avenue, Mrs. D. B. Taylor.

Nashville, 175 Eighth Avenue North, Helena McNeltes.

Texas:

Amarillo, Miss Mabel Timmons.

Brownsville, Miss Margaret Bishop.

Fort Worth, Mrs. Francis C. Simpson.

Houston, Mrs. N. W. Mercer.

San Antonio, Mrs. Ruth J. Ward.

Vermont: Bellows Falls, Katherine C. Connors.

Virginia:

Alexandria, Mrs. T. C. Howard.

Richmond, 910 East Main Street, Mrs. M. L. West.

Washington: Seattle, First Avenue and Main Street, Dora Thompson.

Wisconsin: Green Bay, Euphemia Jane Kay.

DIVISIONAL HEADQUARTERS U. S. CIVIL SERVICE COMMISSION.

Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee:
Secretary of the United States Civil Service Board, Post Office, Atlanta, Ga.

Arizona, California, Colorado, Nevada, New Mexico, Utah:
Secretary of the United States Civil Service Board, Post Office, San Francisco, Cal.

Arkansas, Kansas, Missouri, Oklahoma, and southern Illinois:
Secretary of the United States Civil Service Board, Old Customhouse, St. Louis, Mo.

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont:
Secretary of the United States Civil Service Board, Customhouse, Boston, Mass.

Delaware, southern New Jersey, Pennsylvania:
Secretary of the United States Civil Service Board, Post Office, Philadelphia, Pa.

District of Columbia, North Carolina, Virginia, West Virginia:
Secretary of the United States Civil Service Board, Washington, D. C.

Idaho, Montana, Oregon, Washington, Wyoming:
Secretary of the United States Civil Service Board, Post Office, Seattle, Wash.

Northern Illinois, Michigan, Wisconsin:
Secretary of the United States Civil Service Board, Post Office, Chicago, Ill.

Indiana, Kentucky, Ohio:
Secretary of the United States Civil Service Board, Post Office, Cincinnati, Ohio.

Iowa, Minnesota, Nebraska, North Dakota, South Dakota:
Secretary of the United States Civil Service Board, Post Office, St. Paul, Minn.

Louisiana, Texas:
Secretary of the United States Civil Service Board, Customhouse, New Orleans, La.

New York:

Secretary of the United States Civil Service Board, Customhouse, New York, N. Y.

Secretary of the United States Civil Service Board, Honolulu, Hawaii.

Secretary of the United States Civil Service Board, Administration Building, Balboa Heights, Canal Zone.

Chairman of the Porto Rican Civil Service Commission, San Juan, P. R.

In order to insure the stability of the civil service under war conditions, the President issued the following Executive order on April 2, 1917:

"In view of the present emergency conditions, and until further notice, the Civil Service Commission is directed to refuse examination to any person who is, or who has been within three months of the date of the examination, employed in the Government service, or to certify any such person who is on the eligible register of the commission, unless such person submits the written assent of the department or office in which he is or has been employed previous to his taking such examination or to his being so certified. Such assent shall be based solely upon the finding, after due consideration by such department or office, that the person can render better service for the Government in the place for which examination is held.

"This order is issued solely because of the present international situation and will be withdrawn when the emergency is past."

The spirit of the Executive order is also observed by the departments in the matter of transfers.

Application blanks and full information concerning civil service examinations may be obtained from the secretary of the local board of civil service examiners at post office in any important city.

LIST OF OFFICES OUTSIDE THE COMPETITIVE CLASSIFIED SERVICE.

The Civil Service Commission has no information as to the opportunities for employment in any of the offices mentioned below, as to the requirements for employment therein. This list has been prepared by the Civil Service solely for distribution to persons who make inquiry as to Government offices which are privileged to make appointments outside the requirements of the civil-service law and rules.

Food Administration, Eighteenth and D Streets.
Fuel Administration, Twentieth Street and Virginia Avenue.
American Red Cross, Seventeenth and D Streets.
Emergency Fleet Corporation, Philadelphia, Pa.
Library of Congress.
Capitol.
All the courts.
District of Columbia government, Municipal Building.
Public Library.
Federal Reserve Board, Treasury Department Building.
Federal Farm Loan Board, Treasury Department Building.
Committee on Public Information, 10 Jackson Place.
Council of National Defense, Eighteenth and D Streets.
Endowment Fund under the Smithsonian Institution. (This fund is small, positions few, and vacancies rare.)
U. S. Employment Service of Department of Labor. (Offices in various cities.)
Bureau of Engraving and Printing, Fourteenth and D Streets SW.
War Industries Board, Eighteenth and D Streets NW.
War Finance Corporation, Treasury Department Building.

BUREAUS OF OCCUPATIONS FOR TRAINED WOMEN.

Women's Industrial and Educational Union, 264 Boylston Street, Boston, Mass.; Miss Florence Jackson, manager.

Chicago Collegiate Bureau of Occupations, 1002 Stevens Building, 16 North Wabash Avenue, Chicago, Ill.; Miss Helen Bennett, manager.

Bureau of Occupations for Trained Women, State City Labor Exchange, 108 City Hall, Cleveland, Ohio; Lucy M. Park, placement secretary.

Collegiate Bureau of Occupations, 409 Chamber of Commerce Building, Denver, Colo.; Miss Theodosia E. Raines, manager.

Collegiate Bureau of Occupations, 33 Adams Avenue East, Detroit, Mich.; Mrs. Helen C. Munroe, manager.

The Kansas City Collegiate Alumnæ Bureau of Occupations, 201 Kansas City Life Building, Kansas City, Mo.; Mrs. W. E. Cramer, manager.

Bureau of Occupations of the Woman's University Club, Promenade 12, Brack Shops, 521 West Seventh Street, Los Angeles, Cal.; Anna M. Kingsbury, secretary.

Woman's Occupational Bureau, 203 Transportation Building, 319 Second Avenue South, Minneapolis, Minn.; Miss Merle Higlet, manager.

Intercollegiate Bureau of Occupations, 19 West Forty-fourth Street, New York City; Miss Emilie J. Hutchinson, manager.

Bureau of Occupations for Trained Women, 302 South Thirteenth Street, Philadelphia, Pa.; Miss Theodora S. Butcher, manager.

Collegiate Vocational Bureau of Pittsburgh, 510 Bessemer Building, Pittsburgh, Pa.; Esther M. Smith, manager.

St. Paul Vocational Bureau for Trained Women, 1015 Commerce Building, St. Paul, Minn.; Miss Cleora Wheeler, director.

Virginia Bureau of Vocations for Women, 6–8 North Sixth Street, Richmond, Va.; Miss Orie L. Hatcher, director.

Walter Clinton Jackson Library
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
Special Collections & Rare Books

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